

## **INSTRUCTIONS FOR PREPARING AN INVOICE FOR LABORATORY ASSESSMENT AND RELATED SERVICES**

Please review your copy of the Purchase Order (Order for Supplies or Services).

In order to receive payment, you must submit an invoice to the NIST address shown in block 21 of the Purchase Order. A blank invoice form suitable for this purpose is available on NVLAP's web site at <http://ts.nist.gov/ts/htdocs/210/214/assessors/invoice.pdf>. You may use your own invoice form as long as it contains the information listed below. Please call your NVLAP Management and Program Assistant if you have any questions about invoices.

To constitute a proper invoice, the invoice must include the following information:

1. Name and address of contractor

Enter the name and address to be shown on the payment check and the W-2 statement. It should be the same name and address as registered in the CCR (Central Contractor Registry) database.

2. Purchase Order Number

Enter the 13-character Order No., which appears in block 3 of the Purchase Order. If you use the invoice form provided by NVLAP, the first six characters are printed on the form, and you need to supply only the last seven characters.

3. Line Item Number

If more than one task is included on the Purchase Order, indicate to which task, by line item number, the invoice applies.

4. Date

Enter the date of the invoice.

5. Vendor Invoice Number

This number is optional. You may enter an invoice number for your record-keeping purposes.

6. Total Billed Amount (\$)

Enter the total dollar amount being invoiced for this order number.

7. Type of Claim (Description of Services)

Enter the type of service provided (i.e., on-site assessment, evaluation, or other). For an on-site assessment, enter the lab code of the laboratory that was assessed; the city, state, and country (if other than the United States) of the laboratory; and the beginning and ending dates of the on-site assessment. For a technical evaluation, please enter the associated laboratory information, if appropriate.

8. Please add payment discount terms, if appropriate, and any other information or documentation required by the contract.

9. Sign the invoice (your name or a company official's name) to certify that the service was delivered and that the claim for payment is in accordance with the terms of the Purchase Order referenced on the invoice.